

PUBLIC WORKS SPECIAL PROJECT ADMINISTRATOR

NATURE OF WORK

This is highly responsible professional and administrative work serving as liaison between the Public Works and Utilities Department and other entities affected by department projects.

Work involves serving as liaison and facilitating cooperation between the Public Works and Utilities Department and affected parties on projects related to environmental and natural resources issues. Work also involves coordination of requests for information and complaint investigation as they relate to department projects. An employee in this class is expected to exercise considerable independent judgment and personal initiative within the framework of established policies and legislative requirements. Work is performed under the general policy direction of the Director of Public Works and Utilities.

EXAMPLES OF WORK PERFORMED

Participates in watershed and natural resource-based planning for the Public Works and Utilities Department including storm water, wetlands and floodplain management.

Serves as contact person and liaison for the Department and facilitates cooperation with City and County departments and other agencies, including the Lower Platte South Natural Resources District, on planning and natural resource issues.

Conducts professional presentations for and prepares communications with the Mayor, City Council, County Board, Planning Commission and various committees, neighborhood and development groups; acts as a technical advisor to these entities on matters relating to Public Works and Utilities.

Represents the Director of Public Works and Utilities at various meetings such as the City Council, County Board and with the Mayor's office.

Coordinates information requests from City Council and various entities affected by department projects with appropriate personnel; ensures requests for information are completed in a timely manner; prepares comprehensive reports based upon careful research and study of specific problems.

Coordinates the investigation of complaints regarding department projects and presents or offers resolutions after consulting with appropriate persons.

Coordinates the review and analysis of land use proposals and development projects as they relate to natural resources.

Provides guidance to Public Works and Utilities staff and other City departments on short-range projects and long-range planning.

Coordinates the preparation of grant applications for environmental and other public works and utilities projects.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the Lincoln Municipal Code, and of the various ordinances and regulations pertaining to Public Works and Utilities projects.

Thorough knowledge of City and County departments and of the legal procedures pertaining to their involvement in Public Works and Utilities projects.

Ability to anticipate problems and visualize adequate and appropriate solutions.

Ability to attend meetings and functions centered around issues of concern to the department and to speak extemporaneously and effectively to lay groups, the general public, professional organizations and various governmental agencies.

Ability to develop and maintain effective working relationships with City and County officials, citizen groups, professional organizations, co-workers and the general public.

Ability to plan, organize and monitor a variety of activities.

Ability to analyze a variety of administrative problems, problem solve, and make sound policy and procedural recommendations.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in public administration, engineering, architecture, planning or related field and completion of graduate studies with a masters degree; and thorough experience resolving complex issues and working with public interest groups, planning commissions, city and county officials and governing bodies.

MINIMUM REQUIREMENTS

Graduation from an accredited four year college or university with major course work in public administration, engineering, architecture, planning or related field and considerable experience in the natural resources field; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Department Head Personnel Director

10/2000

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